

Bournes Green Schools

Class Teacher

Job Description



Responsible to: The Headteacher

Salary: MPS/ UPS (SECAT Enhanced rate)

Main purpose

The teacher will:

- Fulfil the professional responsibilities of a teacher, as set out in the School Teachers' Pay and Conditions Document
- Meet the expectations set out in the Teachers' Standards

Duties and responsibilities

Teaching

- Plan and teach well-structured lessons to assigned classes, following the school's plans, curriculum and schemes of work
- Assess, monitor, record and report on the learning needs, progress and achievements of assigned pupils, making accurate and productive use of assessment
- Adapt teaching to respond to the strengths and needs of pupils
- Set high expectations which inspire, motivate and challenge pupils
- Promote good progress and outcomes by pupils
- Demonstrate good subject and curriculum knowledge

Whole-school organisation, strategy and development

- Contribute to the development, implementation and evaluation of the school's policies, practices and procedures, so as to support the school's values and vision
- Make a positive contribution to the wider life and ethos of the school
- Work with others on curriculum and pupil development to secure co-ordinated outcomes

Health, safety and discipline

- Promote the safety and wellbeing of pupils
- Maintain good order and discipline among pupils, managing behaviour effectively to ensure a good and safe learning environment

Professional development

- Take part in the school's appraisal procedures
- Take part in further training and development in order to improve own teaching
- Where appropriate, take part in the appraisal and professional development of others

Communication

- Communicate effectively with pupils, parents and carers

Working with colleagues and other relevant professionals

- Collaborate and work with colleagues and other relevant professionals within and beyond the school
- Develop effective professional relationships with colleagues

Personal and professional conduct

- Uphold public trust in the profession and maintain high standards of ethics and behaviour, within and outside school
- Have proper and professional regard for the ethos, policies and practices of the school, and maintain high standards of attendance and punctuality
- Understand and act within the statutory frameworks setting out their professional duties and responsibilities

Management of staff and resources

- Direct and supervise support staff assigned to them, and where appropriate, other teachers
- Contribute to the professional development of other teachers and support staff

Other areas of responsibility

- Subject leader

The teacher will be required to safeguard and promote the welfare of children and young people and follow school policies and the staff code of conduct.

Please note that this is illustrative of the general nature and level of responsibility of the role. It is not a comprehensive list of all tasks that the teacher will carry out. The postholder may be required to do other duties appropriate to the level of the role, as directed by the headteacher or line manager.

An enhanced Disclosure and Barring Service Certificate is required for this post prior to commencement.

Class Teacher (print name):

Signature:

Date:

Headteacher (print name):

Signature:

Date:

	Essential	Desirable
Qualifications	QTS Evidence of further CPD	
Experience	Plan and teach effective lessons and learning activities across the curriculum Understanding of how to identify next steps in learning and ability to deliver lessons which meet the needs of all pupils including the more able and those with SEND	Evidence of the impact of leading a curriculum or subject area Strategies for creating community links Evidence of demonstrating outstanding practice Specialism/interest in one of the Foundation subjects
Knowledge & Understanding	The theory and practice of providing effectively for the individual needs of all children (e.g. classroom organisation and learning strategies); Statutory National Curriculum requirements across the primary sector; including the 2014 national curriculum revisions Monitoring, recording of a subject area, The statutory requirements of legislation concerning Equal Opportunities, Health & Safety, SEN as well as Safeguarding & Child Protection; The positive links necessary within school and with all its stakeholders;	In addition, the Class Teacher might also have knowledge and understanding of: The preparation and administration of statutory National Curriculum assessment procedures in Year 2 and Year 6; The links between schools, especially partner schools;
Skills	Promote the school's aims positively, and use effective strategies to monitor motivation and morale; Develop good personal relationships across the school with all staff groups; Establish and develop close relationships with children, parents, governors and the community; Communicate effectively (both orally and in writing) to a variety of audiences; Create a happy, challenging and effective learning environment.	
Personal Characteristics	Approachable Committed Enthusiastic Able to motivate self and others Calm under pressure Well-organised	